

Guidelines for Tamper-proof Deposit Bag Usage

General Guidelines: Tamper-proof deposit bags should be used for temporary storage and transportation of cash and cash equivalents (checks and credit card receipts) as defined by the operational unit (school, HCPC, UTP, etc.). If appropriately used and intact, the tamper-proof deposit bag insures an unaltered deposit. For security purposes, cash and cash equivalents must be stored in a safe, cash register, locked drawer or locked box until such time it can be transported to the Bursar or approved banking institution for deposit. Money run deposits should all be made using the tamper-proof deposit bags.

The Institutional Check Deposit Log should be used in conjunction with the tamper-proof bag. The deposit log documents the hand-off of checks prior to enclosing them in the tamper-proof bag.

The deposit should not be placed in the tamper proof bag until the deposit is complete and ready for transmittal. Once sealed, the tamper proof bag should not be opened by personnel outside the Bursar's office or the depository bank. Documentation associated with the deposit should, minimally, reference the tamper-proof bag sequence number and should accompany the deposit either in a separate envelope or if space allows, in the tamper-proof bag.

Only pre-approved operational units will be allowed to forward the unopened bag to the bank for the deposit.

The following is a description of the fields included on the tamper-proof deposit bag:

TAMPER-PROOF BAG TAB (to be removed after sealing bag, maintained by originating entity)

Date: Date of deposit/bag sealed

Said to contain: Total dollar amount of deposit. Includes cash, checks and credit card slips.

Signature: Signifies initial hand-off of the tamper-proof bag, signed by person receiving or picking up bag

TAMPER-PROOF BAG

To: Bursar's Office

From: School / Department / Division name, name of individual making deposit, phone number

Said to contain: Total dollar amount of deposit. Includes cash, checks and credit card slips.

Cash: Total dollar amount of cash included.

Checks: Total dollar amount of checks included.

Other: Total dollar amount of credit card receipts included.

Authorized Signature: Signature of person making deposit / sealing the tamper-proof deposit bag

Department 1st Steps:

1. Inquire what your operational unit's process is for depositing funds. Is it centrally consolidated and deposited or does each department/division provide an individual deposit?
2. Tamper-proof bags should be ordered from the Tejas catalog. The following is currently available in packages of 100:
 - 9x12 deposit bag, white/gray, catalog no. PMC58001
 - 9x12 deposit bag, clear, catalog no. PMC58002
 - 12x16 deposit bag, clear, catalog no. PMC58004

Procedures:

1. Working on a flat surface, complete all information on the tamper-proof bag before loading including signature of person preparing the deposit.
2. Double count deposit prior to loading bag. Please include your adding machine tape with deposit documentation.
3. Place contents in bag. If room in the bag, include documentation, otherwise use separate envelope which references the tamper-proof bag sequence number. Do not over-fill as bags could tear at the seams.
4. Remove trapped air. Carefully remove protective liner from the adhesive area. Fold along the dotted line and press adhesive lip firmly over warning lines to seal. Starting in the center of the seal, smooth out all wrinkles.
5. Record deposit in FMS. The FMS deposit ID should be referenced on the tamper-proof bag directly above the "Said to contain" field.
6. Bring bag to defined collection point identified by each of the respective operational units.
7. Operational units aggregating the tamper-proof bags for ultimate transfer to bank or Bursar's Office, should validate the bag is intact prior to accepting receipt. Those collection points should maintain a "Tamper-proof Bag Log" in order to document hand-offs. The log includes the bag

- sequence number, date, amount, whether documentation is maintained separately, the signature of the person dropping off the bag, and initials of the person receiving the bag.
8. Upon receiving bag, the recipient should remove and initial the tear-off receipt. The receipt should be retained by the person/department delivering the tamper-proof bag as a record of the bag sequence number, date, and amount deposited, and to whom the bag was delivered.
 9. Bags received, which appear damaged in some fashion, should be placed, without opening, into a second tamper-proof bag. The bag should indicate the sequence number of the damaged bag in the "Said to contain" line item as well as the information normally provided. A note describing the circumstance of how the damage occurred should be included in the sealed bag.
 10. The original Tamper-proof Bag Log should be sent with the bags to the Bursar's Office with a copy maintained in the operational area. Money-run personnel should sign the original and copy in order to document receipt of the tamper-proof bags.
 11. Bursar's Office employees will validate the bags are intact, reconcile to log, and sign for receipt of intact tamper-proof bags.
 12. Bursar's Office will open the bag, recount the contents, and compare count to FMS deposit amount. If correct, the deposit will be accepted. If incorrect, the deposit will be accepted and an adjustment processed for the overage or shortage. The original submitter will be notified of the discrepancy and adjustment.

FAQs

Why do we need the tamper-proof bag?

Deposit security and segregation of duties were issues identified in the most recent state audit. Although the tamper-proof bag does not necessarily provide physical security, it does provide assurance, assuming the bag is intact, that the contents are unaltered by subsequent process participants.

How do I know if I need to use a tamper-proof bag?

Operational unit management (Dean's Office, HCPC Finance, UTP Clinic Management, etc.) will be able to tell you if a tamper-proof bag is required for their deposit process.

Where do I get the tamper-proof bag?

The bags can be found in the Tejas catalog and come in packets of 100. Catalog numbers are PMC58002, PMC58003, and PMC58004.

Who pays for the tamper-proof bag?

This will be the department's responsibility.

What happens when the bag contents do not agree to the amount reflected on the bag?

An adjustment will be processed through Bursar Office using another deposit ID in FMS. The bag submitter will be notified.